

U.S. INFORMATION AGENCY  
WASHINGTON, D.C.

ANNOUNCEMENT  
February 5, 1973

CAUTIONS CONCERNING CLASSIFICATION AND DECLASSIFICATION OF  
NATIONAL SECURITY INFORMATION AND MATERIAL (EXECUTIVE ORDER 11652)

Circular 405D & 408F explains the requirements for establishing a Data Index System (DIS) for the control of classified materials. It lists the objectives to be obtained and the manner in which it is to be accomplished within the Agency.

Under the provisions of Executive Order 11652 and its implementing National Security Council directives, the Agency also must review all of the classified material forwarded to the DIS for compliance with the procedural requirements for the classification and declassification of national security information. Based on this review, a quarterly report is submitted to the Interdepartmental Classification Review Committee of the National Security Council listing not only the number of abuses, but their nature and the names of the individuals held responsible for them.

To assist you in complying with the Executive Order, its provisions have been reviewed and a list of possible common abuses compiled. Appropriate paragraph references of uniform State/AID/USIA Security Regulations, 5 FAM 900, are added after the abuses listed below for your convenience.

Careful review of classified material originating in your section can preclude these abuses and allow us to avoid the embarrassment of reporting deficiencies to the Interdepartmental Committee.

POSSIBLE COMMON ABUSES (see referenced paragraphs 5 FAM 900 for details of proper procedures.)

1. Unnecessary or over-classification. (913)
2. Approving official not identified. (913.2)
3. Approving official not authorized to assign classification. (912)
4. No downgrading or declassification marking. (931)
5. Downgrading or declassification marking improperly applied. (931)
6. Accelerated Declassification Schedule - No automatic declassification date or event. (931 b)

7. General Declassification Schedule - Incorrect or no date for declassification. (931 a)
8. Exemption category not cited. (924)
9. Official approving exemption does not have Top Secret authority. (924)

(Although the Agency was not authorized to classify material Top Secret, an amendment to the Executive Order authorized the following officials to exempt classified material from the General Declassification Schedule: the Director, Deputy Director, Deputy Director (IOP), Associate Director (IOR), Assistant Directors IAA, IEA, IEE, ILA, INE, ISA, IWE, and IOS.)

10. Transmittal document improperly marked. (931.5)

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